

How to add Purchase Packs

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Objective:

You can buy, store, and sell the same stock items in different quantities, for example, a stationers may buy boxes of paper but sell reams, or a tile shop may buy tiles by the pallet and sell by the box.

This document describes how to define an Outer package, which contains 1 (or more) inner products.

Description:

The Purchase Order in Purchase Order Processing (POP) is raised for purchase of the Outer products i.e. number of boxes, or number of pallets. When these goods arrive at your Goods-In, the operator scans the barcode on each Outer product. This posts two updates to Sage,

- i) The Outer product is marked as Delivered against the Purchase Order.
- ii) The In-Stock Quantity for the Inner products is incremented by the pack size.

Stock Levels will be counted in Sage Line 50 by the Inner products i.e. individual items, not by the Outer packs.

Example.

This example adds a Purchase Pack for the demonstration company that already exists within Sage Line 50, Stationery and Computer Mart UK.

Open Sage, and click on '[Products](#)' icon to start the Products

Click on New to start the New Product Wizard.

Create a new Product for a Box of Paper (which will contain 5 reams)



Product Record Wizard

Product Information

Entering your product description and unique code.

To create a new product record you need to enter the product description and a unique reference.

Description: Copy Paper - Economy Box of 5 reams

Code: PAPER001-BOX

Buttons: Cancel, Help, Back, Next, Finish

Fig 1 – Add New Product Wizard in Sage Line 50

Click **Next** twice, and in the sales details screen set the Item Type to 'NON-STOCK'.



Product Record Wizard

Product Information

Entering your product sales details.

Enter sales details of this new product record, i.e. selling price, department, units of sale etc.

Sale price: 10.00

Department: Sales

Tax code: T 1 17.50

Unit of Sale: Box

Nominal: 4000

Item Type: Non-Stock

Buttons: Cancel, Help, Back, Next, Finish

Fig 2, Set the Outer Packaging to be a Non-Stock item

Click **Next** and **Finish**

Within Barcode for Sage Line 50:

Start *'Barcode Admin'*

Click on the **'Barcodes'** Icon.

Select the Outer Product created above i.e. 'PAPER001-BOX'

Click **'Add Inner'**

Set the Inner Stock Code to be 'PAPER001'.

Set the Pack Size to be 5 (five reams per box).

Click '**OK**' to save.

The screen will appear as shown below:

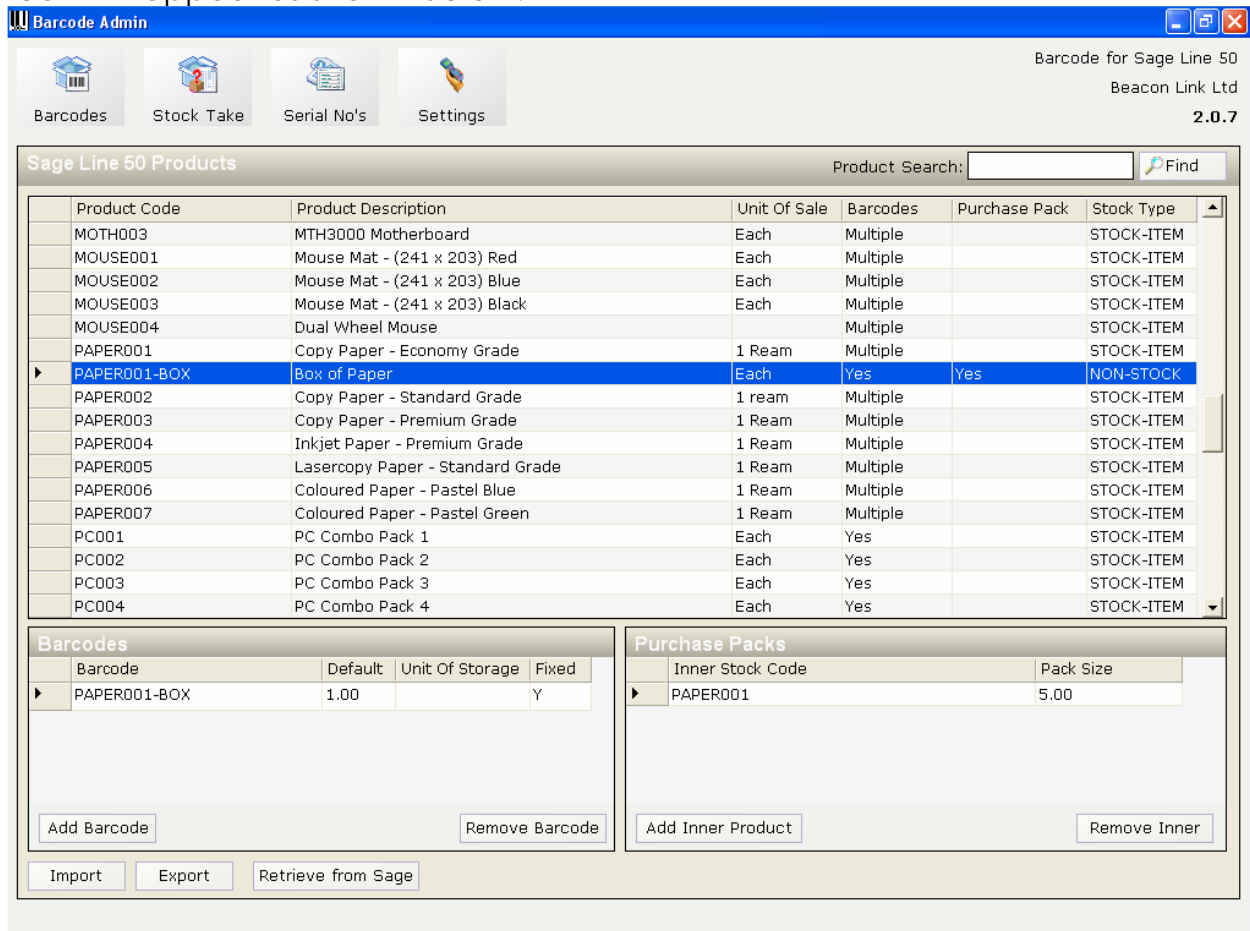


Fig 3 Example of adding 5 reams of Paper to one Box

Click '**Save**' and close '**Barcode Admin**'.

Raising a Purchase Order

You will now be able to create a Purchase Order for a Box of Paper and sell by the individual ream.

Calculating the Cost Price

The cost-price of each inner stock-item will be posted to Sage Line 50 as $1/n^{\text{th}}$ of the purchase price of the pack. For example, purchasing a pack of 12 items will show the cost price for each single item as $1/12^{\text{th}}$ of the purchase price.

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